

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	01	Title:	General Policy	
Document:	01	Title:	Authority to Create	

1. STANDARD

ISD Security will provide protection of state assets under ISD control through risk analysis resulting in adequate procedures in the areas of; Information Security, Physical Security, Communications, Personnel Security, and Business Continuity.

1.1. Summary of Standard Changes

1.2. Purpose

The **ADOA/ISD** was established through A.R.S. 41-712 'Duties of the Director'. One of these duties requires providing security of state owned information and information resources. The ISD Security Manager is tasked to provide a full range of security elements necessary to comply with this directive.

1.3. Scope

This standard as well as all ISD Security Standards apply to all ISD personnel and any other state employee or public individual who administers, uses, creates, or makes modifications to state assets of any kind under ISD control or custodianship.

1.4. Responsibilities

(RE: Section 6, Sub Section 1, Document 5 - Responsibilities)

1.5. Definitions and Abbreviations

ISD is the Arizona Department of Administration Information Services Division.
A.R.S, is the Arizona Revised Statutes

1.6. Description of Standard

The ISD Security Manager will use risk analysis instruments to determine what threats are present to state assets under their control or custodianship. As threats are identified, ways to eliminate or reduce them to acceptable levels will be put in place by ISD Security with full authority and support by ISD management. These procedures will be divided into those for public knowledge (ISD General Policies and Procedures), and those of restricted knowledge (ISD Restricted Security Procedures).

1.7. Implications

The State has exclusive rights of ownership of information assets and controls protecting the assets. All authorized users are accountable for their actions relating to information assets. The expense of security safeguards will be commensurate with the value of the asset being protected. Information assets will be available when needed. Agencies will ensure adequate controls and separation of duties for tasks that are susceptible to unauthorized activity. Only State approved security tools will be used on State systems.

1.8. References

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A.R.S. 41-712
 ISD Security Procedural Manual
 ISD General Policies and Procedures
 ISD Restricted Security Procedures

1.9. Attachments

2. RISK ANALYSIS PROCEDURES

ISD Security will initiate risk analyses in all asset areas under their control or custodianship and will create and distribute policies and procedures as indicated by the results of these analyses.

2.1. Summary of Procedure Changes

2.2. Procedure Details

(Re: Section 6, Sub Section 2 - Risk Analysis)

2.3. References

2.4. Attachments